

## APPENDIX ONE

### LIST OF DOCUMENTS REQUIRED FOR ALL APPLICATIONS FOR ADUR & WORTHING COUNCILS

This list is a reference for all applicants explaining the documents which the Councils will expect to accompany an application, in addition to the correct application, drawings and Design & Access Statement (where applicable). The submission of the correct documents will help avoid delays with the assessment of the application and in some cases the validation:

#### APPLICATION FORMS

- Full contact details for the agent and/or applicant are required to be completed on the form, including an email address which helps prevent delays with correspondence. In cases where an agent is acting for an applicant, in addition to the agent's details, the provision of a contact phone number for the applicant is preferable so that the case officer can arrange a site visit. *Please note that the applicant's contact details are redacted on the public copy.*
- Applications for sites which fall within the South Downs National Park must be made directly to the South Downs National Park Authority <https://www.southdowns.gov.uk/> Links are also available on Adur & Worthing Councils' website.

#### DRAWINGS

- An A4 up-to-date Ordnance Survey (OS) extract plan showing the **existing** site (and not the proposed development) with sufficient area to include more than one road name to an accurate scale of 1:1250 must be provided for all applications. The boundary of the application site must be outlined in red and any adjoining land within the applicants' control outlined in blue. A scale bar is also required so that the accuracy of the plan can be checked in addition to the user's OS Licence Agreement number. North point must be shown.
- A **proposed** block plan to an accurate scale of 1:200 or 1:500 must be submitted clearly showing the position of the proposal/s to scale and annotated in writing if necessary. If an application has parking issues, existing and proposed parking layouts must be shown to scale on the block plan/s. North point must be shown.
- All drawings should include a scale bar and a number of annotated metric dimensions so that their accuracy can be measured and checked.
- Only recognised metric scales and dimensions will be accepted.
- Drawings which state 'Do Not Scale' will not be accepted as they have to be scanned and measured electronically and the case officer will need to be able to physically measure them during the application process. An email stating that they can be scaled for planning purposes would be adequate.
- All elevations must be annotated with their orientation, ie north, south, east, west.
- All applications, including those for new dwelling/s, whether in outline form or full planning permission, must as a minimum include a drawing showing the distance between the new dwelling/s and all boundaries annotated in writing for the avoidance of doubt. An accurate **existing** site survey is preferable and is required for all major and larger applications.
- Drawings must be submitted in bold and not greyscale which does not scan adequately resulting in blurred images online.
- All drawings should be clearly numbered and if amendments are submitted, they should have revision letters or numbers so that the previous ones can be easily superseded if necessary.
- Drawings for householder applications should preferably be no larger than A3 size.

- In the case of major applications, the Councils expect at least two hard copies of each document to be submitted promptly after receipt of the online application (please arrange the number of copies with the relevant Planning Technician).
- If submitting an application by hard copy, only one copy of each application document and drawing is required for both Adur District and Worthing Borough applications.
- Ordnance Survey plans can be purchased online from:

<https://www.ordnancesurvey.co.uk/blog/2011/07/how-to-get-maps-for-a-planning-application/>

<https://www.planningportal.co.uk/buyplans>

#### SUPPORTING INFORMATION

- If a householder site is within or partly within an Environment Agency flood zone, it must be accompanied by a Householder Flood Risk Assessment form available on the Councils' website or by post on request.
- If supplying Supporting Information with signatures, please provide a copy without personal information including signatures or ensure the signatures are electronic.

#### FEES

- Cheques are being phased out but are currently still being accepted but they must be made payable to '*Adur District Council*' if the site is within Adur and '*Worthing Borough Council*' if in Worthing.
- All details of fee payment must accompany an application including the date paid and receipt reference number.

#### GENERAL

- When submitting any amendments or subsequent documents for validation for Planning Portal applications, please email them direct to [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk) or by post and not through the Portal as they arrive as a new application. Please clearly mark the documents for the relevant technician/officer's attention.

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